

Q. Can I change my password?

A. You can change your password anytime, but not your username. Just go to *"My Account"*.

Q. What if I forget my password?

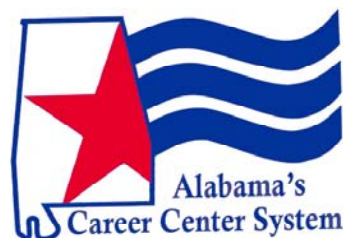
A. Click *"Password Lookup"* on the Home Page. Your password will be emailed to the email address you provided when you registered.

Q. How do I look for jobs?

A. After you finish your resume' and register your personal information, go to *"Search Jobs"*. There you can read about the jobs that are available.

Q. How do I apply for the jobs?

A. Once you read about a job opening, if you are qualified, you can click on a button at the bottom of the page that will say either *"Contact Employer"* or *"Apply for this Job"*.



JobLink.Alabama.gov

**For Assistance:
On the Home Page,
under *Main Menu*,
click *"Career Center
Locations"* to find
the phone number of
the Career Center in
your area.**

**Or email support :
JobLink@alabama.gov**

AJL- Alabama JobLink



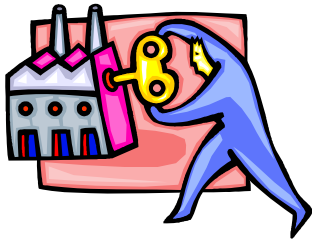
How to Use Alabama's New Internet Job Search System



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Alabama JobLink

Your Key to Success



Now you can enter your full Employment Service registration **and** look for work on the Internet!

**You can do everything
from home!**

joblink.alabama.gov

(Don't have a computer? You can use any computer that has Internet access).

**JUST GO TO THE WEBSITE,
LOG IN WITH YOUR USERNAME AND
PASSWORD, AND YOU ARE ON YOUR
WAY!**

**YOU CAN ACCESS THIS SYSTEM
DAY AND NIGHT, WEEKENDS AND
HOLIDAYS - 24/7.**

FREQUENTLY ASKED QUESTIONS

Q. What are the features of the system?

A. Register for work, create a resume', look for job openings, apply for jobs, contact employers directly about jobs, receive emails when openings come available that match your skills and search for jobs by area, county or state-wide.

Q. If the claims office says I must register for work, can I do this online?

A. Yes! You can do a full registration using the JobLink system.

Q. What if I don't know my user-name and password?

A. If you are registered with the Employment Service as of May 30th, 2005, the system will generate a user-name and password for you. Just call the Employment Service and they will give you this information.

Q. What if I am not registered?

A. On the website homepage, choose "Create a Job Seeker Account". There you will create a username and password, enter all your personal information, register for work, create a resume' and look for jobs.

Q. How do I choose a password and username?

A. A username must have at least 6 letters or numbers. A password must have at least 8 characters including letters, numbers and special characters (# \$ & %) Be sure to write it down.

